

**REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE
MINUTES
MARCH 16, 2005**

PRESENT: James Coutts, Lynn Gregorash, Karen Scott, Marla Britton, Steve Vitale, Rick Vozar, and Ursula Volk

EXCUSED: Linda Verbecken

STAFF PRESENT: Jerry Lowrie, Bureau Director; Ruby Jefferson-Moore, Legal Counsel; PJ Monson, Credentialing; Pat Schenck, Program Assistant

CALL TO ORDER

Karen Scott, Chair, called the meeting to order at 9:41 a.m. A quorum of seven members was present.

ADOPTION OF AGENDA

Add Lonny Wallace to Item 8. a. # 13.
Delete Item 8. a. # 9. Dennis Porcaro

MOTION: James Coutts moved, seconded by Lynn Gregorash, to approve the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES FEBRUARY 16, 2005

Motions were corrected by adding "Motion carried unanimously".

MOTION: James Coutts moved, seconded by Rick Vozar, to approve the minutes of February 16, 2005 as amended. Motion carried unanimously.

COMMITTEE ROSTER

Change Karen Scott's E-mail address to: scottapr@spcglobal.net

**DISCUSSION AND REVIEW OF APPLICATION MATERIAL AND
DOCUMENTATION OF EXPERIENCE**

P. J. Monson met with the Committee to discuss whether reports should include a signature by the applicant or supervisor. The Committee agreed that reports should include a signed certification page by the applicant or supervisor. The Committee would like to review true signed copies of signed reports that the appraiser sends to the client. Reports will be sent back to the applicant if they arrive unsigned or have white out on them.

DISCUSSION AND APPROVAL OF APPROPRIATE APPRAISAL STANDARDS TO USE IN THE REVIEW PROCESS

Uniform Standards of Professional Appraisal Practice (USPAP)

No discussion.

WISCONSIN TECHNICAL COLLEGE SYSTEM CURRICULUM PRESENTATION DISCUSSION

Mr. Lowrie reported on the Technical Schools in-service meeting that took place at the Department. Topics of discussion included the schools continuing education program and implementing a new curriculum and setting the deadline date for having the new curriculum in place for students to meet the new AQB core curriculum requirements and obtain appraisal experience.

The Committee discussed students achieving class hours and experience hours at length.

Phasing in the 2008 AQB requirements and setting deadline dates for Schools to implement the new courses that meet the new AQB requirements may be a problem.

CLOSED SESSION

MOTION: Lynn Gregorash moved, seconded by Ursula Volk, to convene to Closed Session to consider licensure or certification of individuals pursuant to s. 19.85(1)(b), Stats., and to consider individual histories pursuant to s. 19.85(1)(f), Stats. Roll Call Vote: James Coutts-yes; Lynn Gregorash-yes; Marla Britton-yes; Steve Vitale-yes; Ursula Volk-yes; Rick Vozar-yes; Karen Scott-yes. Motion carried unanimously.

Open Session recessed at 11:00 a.m.

The Committee reviewed and considered the appraisal experience and appraisal reports of applicants applying for licensure.

RECONVENE TO OPEN SESSION

MOTION: Steve Vitale moved, seconded by Ursula Volk, to reconvene into Open Session at 12:45 p.m. Motion carried unanimously.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

APPRAISAL REPORTS REVIEWED ON MARCH 16, 2005

BROD, JOLENE M

MOTION: Steve Vitale moved, seconded by James Coutts, to recommend that the Department approve **Jolene M. Brod's** appraisal reports as submitted subject to comments by the reviewer. Motion carried unanimously.

TRANTALELLA, COLLEEN

MOTION: Ursula Volk moved, seconded by Lynn Gregorash, to recommend that the Department approve **Colleen Trantaella's** appraisal reports as submitted subject to reminding her to include intended use in all of her reports. Motion carried unanimously.

BROWN, JAMES

MOTION: Steve Vitale moved, seconded by Marla Britton, to recommend that the Department deny **James Brown's** appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

WAPPLER, ROBERT W

MOTION: Rick Vozar moved, seconded by Steve Vitale, to recommend that the Department approve **Robert W. Wappler's** appraisal reports as submitted with coaching comments. Motion carried unanimously.

COLE, DAVID

MOTION: Lynn Greogrash moved, seconded by Ursula Volk, to recommend that the Department approve **David Cole's** appraisal reports subject to receipt of one additional report that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

ANDERSON, DENISE

MOTION: Marla Britton moved, seconded by James Coutts, to recommend that the Department return **Denise Anderson's** appraisal reports to her with a list of allowable items which may be claimed as work product with an explanation of how many hours she spent on allowable items. Motion carried unanimously.

MORELAND, JOHN

MOTION: Rick Vozar moved, seconded by Steve Vitale, to recommend that the Department approve **John Moreland's** appraisal reports subject to receipt of one additional appraisal which will be reviewed by Mr. Vozar of a property that is 2-10 years old. Applicant will select the report. Motion carried unanimously.

SOLIE, DANNY

MOTION: Marla Britton moved, seconded by Rick Vozar, to recommend that the Department approve **Danny Solie's** appraisal reports subject to receipt of one small residential income property appraisal report that complies with the concerns noted by the reviewer. Motion carried unanimously.

SMITH, SCOT

MOTION: Steve Vitale moved, seconded by Rick Vozar, to recommend that the Department table **Scot Smith's** appraisal reports subject to receipt of two additional reports that comply with the concerns noted by the reviewer. Applicant will select the reports. Motion carried unanimously.

MOTION: Steve Vitale moved, seconded by Marla Britton, to refer Clark Winkler the supervisory appraiser to the Division of Enforcement. Motion carried unanimously.

NOZICKA, ELIZABETH

MOTION: Marla Britton moved, seconded by Ursula Volk, to recommend that the Department approve **Elizabeth Nozicka's** appraisal reports as submitted and to provide a coaching comment. Motion carried unanimously.

KALISH STOKER, DEIRDRE

MOTION: Marla Britton moved, seconded by Rick Vozar, to recommend that the Department deny **Deirdre Kalish Stoker's** appraisal reports as submitted because the reports do not meet the items which are allowable to be claimed. Motion carried unanimously.

LONNY WALLACE

MOTION: Rick Vozar moved, seconded by Steve Vitale, to recommend that the Department approve **Lonny Wallace's** appraisal reports subject to receipt of one additional current report on a different property that complies with USPAP. Motion carried unanimously.

VISITORS COMMENTS

None.

DISCUSSION OF NEXT MEETING

The Committee will meet in May, 2005. An exact date in May will be determined by the Bureau Director and E-mailed to the Committee members. 10:30 a.m. is requested as a start time.

When an applicant or licensee upgrades their license to a higher level they will be required to submit three appraisal reports reviewed at the higher level even though they previously had appraisal reports reviewed by the Committee at a lower level.

ADJOURNMENT

MOTION: Rick Vozar moved, seconded by Lynn Gregorash, to adjourn the meeting at 1:03 p.m. Motion carried unanimously.

Next meeting date to be determined